



# WALNUT GROVE SECONDARY SCHOOL

## Student Aide Request Application – 2017/18

The Student Aide program provides a student with four (4) credits; these credits may be used as elective credits towards graduation. The program gives students the opportunity to assist in a variety of ways. Each student's experience will vary depending on: *subject area, grade level, teacher they are working with.*

### **Student Information:**

Student name: \_\_\_\_\_ Student number: \_\_\_\_\_

Student's grade in 2017-2018 School Year: \_\_\_\_\_

**If your Student Aide request is approved, please note the course on your timetable that you wish to drop:**

Course name: \_\_\_\_\_ Teacher name: \_\_\_\_\_ Course block: \_\_\_\_\_

### **Teacher Information: For the student to fill out, and the teacher to sign**

Teacher requested: \_\_\_\_\_

Subject preferred: \_\_\_\_\_ Grade level preferred: \_\_\_\_\_

**(Teacher) I reviewed the expectations for the Student Aide program and have discussed these expectations and my evaluation procedures with this student (see reverse).**

Teacher signature: \_\_\_\_\_

### **Parent Approval : I give permission for my son or daughter to sign up for the Student Aide Program.**

Parent name: \_\_\_\_\_ Parent contact number: \_\_\_\_\_

Parent signature: \_\_\_\_\_

### **Counsellor Approval :**

Approved      Counsellor signature: \_\_\_\_\_

Not Approved      Reason: \_\_\_\_\_

**Please turn over to review expectations about Student Aides on the other side.**

**Note:** Completion of this application does NOT guarantee placement as a Student Aide. Final determination will not be made until Summer 2017 and requires administrative approval. Student Aides are viewed as students “in good standing” at WGSS. Past history regarding attendance, lates, effort and overall marks will be taken into consideration prior to final approval.

**Student Aide expectations:**

1. The role of the Student Aide is first and foremost to work with the teacher in the class to support student learning. This would involve assisting individual students as they work on assignments and/or act in a mentorship role
2. A Student Aide may also assist the teacher with classroom organizational duties (eg. handing out textbooks, collating handouts, putting up posters or student work)
3. To attend and be punctual for every Student Aide block. Should a Student Aide be absent, it is expected that they communicate this absence to the teacher before it occurs.
4. A Student Aide should be at least one grade higher than the students they are working with.
5. A Student Aide should not:
  - a. Have access to the teacher’s computer account.
  - b. Have access to the teacher’s attendance record or confidential student information (through MyED, etc.).
  - c. Be assisting in the evaluation or assessment of other students. This includes not inputting other student’s marks.
  - d. Be used to photocopy teacher’s work.
  - e. Be used to supervise students without a staff member present.

**Student Aide credits are not used in the calculation of Honour Roll.**